

# IllinoisJobLink.com Training Video

## Creating a Resume

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# New Resume

What type of job are you looking for? Tell us about the job you'd like to find. This information will not appear on your resume, but will help us better match you to prospective jobs.

Resume Title\*

What job are you looking for?\*

Enter the job title.

Relevant Work Experience\*  years and  months

Enter the total number of years and months of your work experience that are relevant to the work you are seeking. The months must be less than twelve. If you have nothing to enter in either or both fields, enter zero.

Education level

Are you willing to move to another location for work?\*

In what area would like to find employment?\*

Enter your home street address unless the location of your primary work search is elsewhere. If you do not have a home street address to enter we recommend that you enter the address of your local state workforce center. Your resume will display to employers that conduct resume searches for your designated area and that are within the one-way commuting distance you set. This is for job-matching purposes only.

What is the maximum distance you are willing to commute to work one-way?\*

Are you willing to travel as a requirement of the job?\*

This does not refer to your willingness to commute to work from your home every day.

What is the salary type for your desired salary?\*

Enter your desired salary as a number.\*

For example: 30000 for annual, 12.00 for hourly or 0.75 for per mile amounts.

Are you seeking full-time or part-time work?\*

What is your preferred shift to work?

Are you willing to accept temporary work?\*

Do you have a valid driver's license?\*

File  No file chosen

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What is your preferred shift to work\*

Are you willing to accept temporary work\*

Do you have a valid driver's license\*

File

load

Ajohnson1 on 'C:\homea\ides\Users\Wsv' (H:)

A005 How do I change update security for staff accounts.doc  
 A006 How do I add new roles to existing staff user.docx  
 A009 Error Lookup specific error.docx  
 A037 granting staff access.docx  
 aaa01520  
 aaa01776  
 aaa03432  
 aab01520  
 aab01776  
 aab03432  
 Action Research Curtis Elementary Case Study Template.docx  
 Annual Review - Angelia Johnson Objectives B.docx  
 Annual Review Angelia Johnsons Part V Employee's Comments December 2010.docx  
 app\_cms100.pdf  
 Applicant\_Data\_Form\_for\_Applicants[1].pdf

File name:

Files of type:

Resume was successfully created.

## 6 Matches

### Dental Hygienists

Dental Hygienists : Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop x rays, or apply fluoride or sealants.

### Occupational Health and Safety Specialists

Occupational Health and Safety Specialists : Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. May be employed in the public or private sector. Includes environmental protection officers.

### Dental Laboratory Technicians

Dental Laboratory Technicians : Construct and repair full or partial dentures or dental appliances.

### Dental Assistants

Dental Assistants : Assist dentist, set up equipment, prepare patient for treatment, and keep records.

### Dentists, General

Dentists, General : Examine, diagnose, and treat diseases, injuries, and malformations of teeth and gums. May treat diseases of nerve, pulp, and other dental tissues affecting oral hygiene and retention of teeth. May fit dental appliances or provide preventive care.

### Orthodontists

Orthodontists : Examine, diagnose, and treat dental malocclusions and oral cavity anomalies. Design and fabricate appliances to realign teeth and jaws to produce and maintain normal function and to improve appearance.

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## Objective Statement

The following Objective Statements are based upon the type of work you are seeking. You may select one, edit it later, or if none of these seem suitable for you, then you can skip this step and write your own later.

### Objective template statements

- ☐ To build a long-term career as a 『Physician Assistant』 utilizing my recent obtained 『Master's Degree』 to provide quality patient care at a state of the art medical facility.
- ☐ Attain 『full-time』 employment with an organization providing 『quality/compassionate』 care and service to patients and their families.
- ☐ To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.
- ☐ To join an interactive organization that offers me a constructive workplace for communicating and interacting with customers and people.
- ☐ Attain full-time employment as an Information Technology Specialist with a company that offers internal opportunities for growth and advancement.
- ☐ 『Full-Time/Part-Time position』 which will enable me to use my strong accounts tracking skills, prior work experiences, and ability to work well with multiple departments in a large corporate setting.
- ☐ Obtain an internship in a 『generic』 position to contribute towards company successes while pursuing my 『associates/bachelors/masters』 degree in 『generic』.
- ☐ 『generic』 position where my 『generic』 experience can be fully utilized to improve customer satisfaction and enhance the company brand name.
- ☐ A 『recent high school/college graduate』 seeking a position as a 『generic』 to develop and improve my skills while contributing to the team and organization.

Update Resume

Resume was successfully updated.

**Template statements**

- ☐ 『10』 years' experience in 『customer service, administrative and graphic design』
- ☐ Computer literate: 『Word, Excel, Access, database, A+ Certification, Internet, email, familiar with PowerPoint 』
- ☐ Willing to take on additional responsibilities and challenges
- ☐ Displays excellent time management with high attention to detail
- ☐ Works effectively as a team member
- ☐ 『Administrative Support/Office Manager/Clerical』 with 『10』 years' experience in a 『medical』 office
- ☐ Professional known for making managerial decisions, using discretion and processing highly confidential information

Update Resume

# Address Book

Use this page to manage your contact information.

Label ▾	Contact Information	Delete
Address	123 fake st. Chicago, IL 60603	<a href="#">Delete</a>
Phone Number	312-793-9700	<a href="#">Delete</a>
Email Address	First.Name@illinois.gov	<a href="#">Delete</a>

Add an Address

Add a Phone Number

Add an Email Address

Add a Web Address

I Have No More to Add

## Your Work Experience

You currently have no work experience on file.

Add Work Experience

I Have No More to Add

Work experience was successfully created.

## Select Occupation Code

### 6 Matches

#### Dental Hygienists

Dental Hygienists : Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop x rays, or apply fluoride or sealants.

#### Occupational Health and Safety Specialists

Occupational Health and Safety Specialists : Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. May be employed in the public or private sector. Includes environmental protection officers.

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## New Work Experience

**Job Title\***

**Company Name\***

**City\***

**State\***

**Country\***

**International State/Province**

**Start Month/Year\***

**End Month/Year**

If still employed, leave blank or select "Present"

Create Work Experience

Cancel

## New Education

School\*

Area of Study\*

Major for post-secondary education, diploma for high-school education.

Education Level\*

City\*

State\*

Country\*

International State/Province

Start Month/Year

End Month/Year

If still enrolled, leave blank or select "Present"

Generate summary\*

# Select Career Program

Select the formal career program below that most closely matches your major area of study

## [Dentistry.](#)

A program that prepares individuals for the independent professional practice of dentistry/dental medicine, encompassing the evaluation, diagnosis, prevention, and treatment of diseases, disorders, and conditions of the oral cavity, maxillofacial area, and adjacent structures and their impact on the human body and health. Includes instruction in the basic biomedical sciences, occlusion, dental health and prevention, oral pathology, cariology, operative dentistry, oral radiology, principles of the various dental specialties, pain management, oral medicine, clinic and health care management, patient counseling, and professional standards and ethics.

## [Advanced General Dentistry.](#)

A program that focuses on the advanced study of dental clinical techniques and dental practice issues. Includes instruction in subjects such as the history of dentistry, advanced dental practice management, dental ethics and jurisprudence, social and behavioral science studies of dentistry, advanced restorative dentistry, oral medicine, oral radiology, advanced clinical procedures and technology, and others.

## [Pediatric Dentistry/Pedodontics.](#)

A program that focuses on the advanced study of the therapeutic and preventive care of the oral health of children from birth through adolescence, and the care of adults with physical, mental, and emotional disabilities. Includes instruction in developmental oral biology, preventive medicine, diet therapy and counseling, patient management, pediatric restorative procedures, pulp therapy, trauma management, anesthesia, treatment planning, patient management, and the treatment of handicapped patients.

## [Advanced/Graduate Dentistry and Oral Sciences, Other.](#)

Any instructional program in advanced/graduate dentistry and oral sciences not listed above.

## [Pediatric Dentistry Residency Program.](#)

A residency training program that prepares dentists to provide primary oral health care to infants, children, and adolescents, including patients with medical, physical or mental disabilities, and to treat a wide variety of dental problems for these patients. This CIP code is not valid for IPEDS reporting.

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Education was successfully updated.

## Dentistry Your Talents

- ☐ Provide professional consulting services to government or industry.
- ☐ Compile bibliographies of specialized materials for outside reading assignments.
- ☐ Participate in campus and community events.

« First ‹ Prev 1 2 3

Update Education

## Resume Selections

Check the boxes next to the sections you would like to have show on your resume.

Which would you like to display on your resume?\*

- ☐ Display Objective Statement
- ☒ Display Summary of Qualifications

### Objective Statement

**B** *I* |

Attain full-time employment as an Information Technology Specialist with a company that offers internal opportunities for growth and advancement.

TEXTILE

[Check spelling](#)

### Summary of qualifications

**B** *I* |

TEXTILE

[Check spelling](#)

### Contact Method

- ☐ Address - 4108 S. Prairie Avenue [Edit](#)
- ☐ Phone Number - 7734703803 [Edit](#)
- ☐ Email Address - angeliajohnson60649@yahoo.com [Edit](#)
- ☒ Etsy site - <http://www.etsy.com/shop/FiberStore?ref=12> [Edit](#)

### References

[Add New Reference](#)

[Update Resume](#)

**Resume was successfully updated.**

It is recommended that you include at least two methods of contact on your resume.

It is recommended that you include at least one education experience on your resume.

[Go back and revise my resume](#)

[Proceed anyway](#)

## Resume Preview

### First Name

First.Name@illinois.gov

### Dental Hygienist

- Demonstrated leadership during tenure as shift supervisor
- Displays sensitivity, integrity, compassion and respect towards patients and family members

### Work Experience

#### Dental Hygienist

Dr. Rosenberg Chicago, IL  
January 2009-March 2014

- Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments
- Record and review patient medical histories
- Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease
- Provide clinical services or health education to improve and maintain the oral health of patients or the general public
- Expose and develop x-ray film
- Chart conditions of decay and disease for diagnosis and treatment by dentist
- Maintain dental equipment and sharpen and sterilize dental instruments
- Apply fluorides or other cavity preventing agents to arrest dental decay
- Feel lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer
- Administer local anesthetic agents
- Documenting/Recording Information
- Experience with: Air abrasion equipment, Air-driven dental polishers, Aspirating

#### Dental Hygienist

Dr. Miller's Chicago, IL  
January 2005-January 2009

- Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures
- Expose dental diagnostic x-rays
- Record treatment information in patient records
- Provide postoperative instructions prescribed by dentist
- Assist dentist in management of medical or dental emergencies
- Take and record medical and dental histories and vital signs of patients
- Instruct patients in oral hygiene and plaque control programs
- Order and monitor dental supplies and equipment inventory
- Assisting and Caring for Others
- Organizing, Planning, and Prioritizing Work
- Inspecting Equipment, Structures, or Material
- Making Decisions and Solving Problems
- Experience with: Bitewing film holders, Collar scissors

### Education

#### Master's Degree, Dental Hygiene/Hygienist

Charleston Southern University Charleston, SC

- Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments
- Record and review patient medical histories
- Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease
- Feel and visually examine gums for sores and signs of disease
- Expose and develop x-ray film
- Chart conditions of decay and disease for diagnosis and treatment by dentist
- Maintain regularly scheduled office hours to advise and assist students
- Maintain patient recall system
- Getting Information
- Processing Information
- Analyzing Data or Information
- Experience with: Air abrasion equipment, Air-driven dental polishers, Air/water syringes, Bite wings

**Thank You!**